| Accelerated<br>SAP |   | BUSINESS PROCESS PROCEDURE                       |                                    |
|--------------------|---|--|------------------------------------|
| State of<br>Utah   | Organization/Area:<br>Title:  | Payroll Department New Hires and Transfer Report |                                    |
| File Name:         | H:\TRAINDOC\FOLIO\Payroll\convert\Reports - New Hires and Transfers.doc | Release:   | R/3 4.6C                           |
| Responsibility:    | Dept and/or role of responsible person(s) Agency Payroll Staff          | Status:<br>Complete                              | Issued: 11/07/2003 Revised:2/14/05 |

## **Overview**

### Trigger:

Agency payroll staff wants a report showing employees that are new hires or transfers.

### **Business Process Procedure Overview**

This report lists employees that are new hires or transfers in the selected pay period. A change made to the org in the personnel system, HRE, is like a transfer even if the employee remains within the same agency. Use this report to verify that the home and default coding is correct for new and transferred employees in the agency.

# **Procedural Steps**

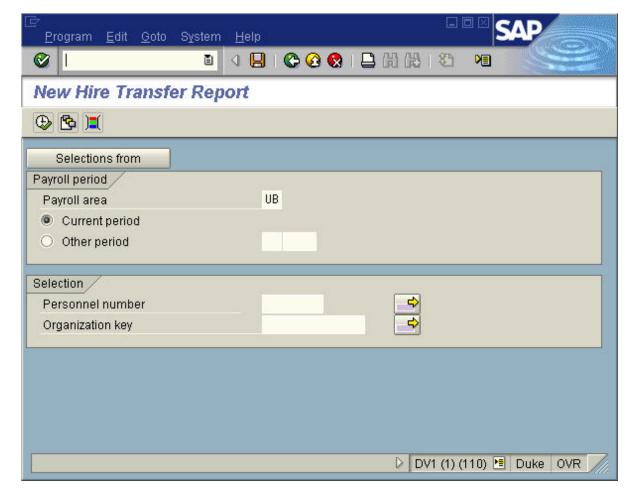
### 1.1 Access transaction by:

| Via Menu                            | Reports - other > New Hires and Transfer Report |  |
|-------------------------------------|---|--|
|                                     |   |  |
| Via Transaction Code Z_NEW_HIRE_RPT |   |  |
|                                     |   |  |
| Via Favorites Menu                  | New Hires and Transfer Report                   |  |

Double click on "New Hires and Transfer Report" and the following screen will appear:

| Last changed on: | Last changed by: | Version: 1.0 | Page:_ |
|------------------|------------------|--------------|--------|
| 2/14/05          | CThomas          |              | 1 of 6 |

| Accelerated SAP  |   | BUSINESS PROCESS PROCEDURE                       |                                    |
|------------------|---|--|------------------------------------|
| State of<br>Utah | Organization/Area:<br>Title:  | Payroll Department New Hires and Transfer Report |                                    |
| File Name:       | H:\TRAINDOC\FOLIO\Payroll\convert\Reports - New Hires and Transfers.doc | Release:   | R/3 4.6C                           |
| Responsibility:  | Dept and/or role of responsible person(s) Agency Payroll Staff          | Status:<br>Complete                              | Issued: 11/07/2003 Revised:2/14/05 |



| Input – Available Fields | Field Value  |
|--------------------------|--|
| Payroll area             | UB   |
| Payroll period           | Current or Other   |
| Personnel number         | Employee Identification Number of the employee or employee's |
| Organization key         | Agency, Low Org, and Distribution Code                       |

| Last changed on: | Last changed by: | Version: 1.0 | Page:  |
|------------------|------------------|--------------|--------|
| 2/14/05          | CThomas          |              | 2 of 6 |

| Accelerated<br>SAP |   | BUSINESS PROCESS PROCEDURE                       |                                    |
|--------------------|---|--|------------------------------------|
| State of<br>Utah   | Organization/Area:<br>Title:  | Payroll Department New Hires and Transfer Report |                                    |
| File Name:         | H:\TRAINDOC\FOLIO\Payroll\convert\Reports - New Hires and Transfers.doc | Release:   | R/3 4.6C                           |
| Responsibility:    | Dept and/or role of responsible person(s) Agency Payroll Staff          | Status:<br>Complete                              | Issued: 11/07/2003 Revised:2/14/05 |

- **1.2** Specify the payroll area. The screen defaults to the correct area, UB.
- **1.3 Specify the pay period.** The screen has the selection of current period or other period.
  - Current period
    - Do not use this option.
  - Other period
    - Use this option to report on any period.

During payroll entry week, run the report one time at the beginning of the week for the pay period currently being entered.

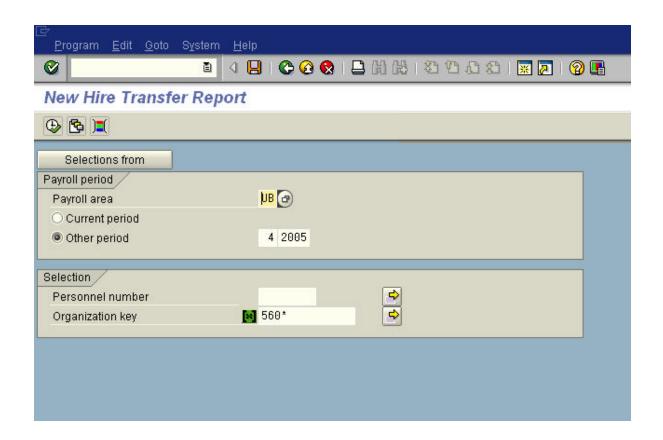
During the remainder of the pay period, run the report for the next pay period (the one in which we are working) to pick up new hires/transfers entered with an effective date in any previous pay period.

For example, John Doe's new hire is updated in SAP from HRE on 2/8/05 (during working pay period 3) with an effective new hire date of 2/7/05. Run the new hire/transfer report at the beginning of working pay period 4 specifying pay period 3 and he will be on that report. Jane Smith is updated into SAP from HRE on 2/16/05 (during working pay period 4) with an effective date of 2/7/05. Run the report specifying pay period 4 and she will be on that report. Both have a new hire effective date of 2/7/05 but John was entered while working in pay period 3 and Jane was entered while working in pay period 4.

| Last changed on: | Last changed by: | Version: 1.0 | Page:  |
|------------------|------------------|--------------|--------|
| 2/14/05          | CThomas          |              | 3 of 6 |

| Accelerated<br>SAP |   | BUSINESS PROCESS PROCEDURE                       |                                    |
|--------------------|---|--|------------------------------------|
| State of<br>Utah   | Organization/Area:<br>Title:  | Payroll Department New Hires and Transfer Report |                                    |
| File Name:         | H:\TRAINDOC\FOLIO\Payroll\convert\Reports - New Hires and Transfers.doc | Release:   | R/3 4.6C                           |
| Responsibility:    | Dept and/or role of responsible person(s) Agency Payroll Staff          | Status:<br>Complete                              | Issued: 11/07/2003 Revised:2/14/05 |

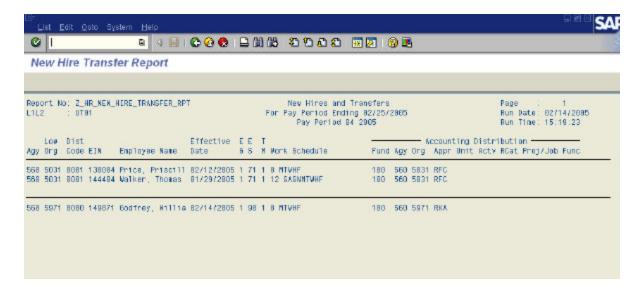
- **1.4** The "Personnel number" field may be left blank if using the agency "Organization key". Specific employees may be selected by entering the employee identification number(s) in the "Personnel number" field. Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's.
- 1.5 The "Organization key" field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group. Use the wild card symbol, \*, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 560 and orgs beginning with 5, enter 560(space)5\*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting all employees in agency 560\* for pay period 4 in 2005.



| Last changed on: | Last changed by: | Version: 1.0 | Pane:  |
|------------------|------------------|--------------|--------|
| 2/14/05          | CThomas          |              | 4 of 6 |

| Accelerated<br>SAP |   | BUSINESS PROCESS PROCEDURE                       |                                    |
|--------------------|---|--|------------------------------------|
| State of<br>Utah   | Organization/Area:<br>Title:  | Payroll Department New Hires and Transfer Report |                                    |
| File Name:         | H:\TRAINDOC\FOLIO\Payroll\convert\Reports - New Hires and Transfers.doc | Release:   | R/3 4.6C                           |
| Responsibility:    | Dept and/or role of responsible person(s) Agency Payroll Staff          | Status:<br>Complete                              | Issued: 11/07/2003 Revised:2/14/05 |

1.6 Click on the Execute button in the upper left area that looks like a clock to view the report. An example of the report is below.



- 1.7 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.
- 2 The report heading contains the following information:
  - The report number
  - ➤ The report title
  - Page number
  - Utah and personnel area
  - Date the report was run
  - > Time the report was run

| Last changed on: | Last changed by: | Version: 1.0 | Page:  |
|------------------|------------------|--------------|--------|
| 2/14/05          | CThomas          |              | 5 of 6 |

| Accelerated SAP  |   | BUSINESS PROCESS PROCEDURE  Payroll Department New Hires and Transfer Report |                                    |  |
|------------------|---|--|------------------------------------|--|
| State of<br>Utah | Organization/Area:<br>Title:  |  |                                    |  |
| File Name:       | H:\TRAINDOC\FOLIO\Payroll\convert\Reports - New Hires and Transfers.doc | Release:   | R/3 4.6C                           |  |
| Responsibility:  | Dept and/or role of responsible person(s) Agency Payroll Staff          | Status:<br>Complete  | Issued: 11/07/2003 Revised:2/14/05 |  |

#### 2.1 The columns on the report are listed below with a brief description.

**Agy** The employee's agency code.

**Low Org** The employee's low org.

**Dist Code** The employee's distribution code.

**EIN** The employee's identification number.

**Employee Name** The employee's name.

Effective Date The effective date of the new hire or transfer

action.

**EG** Employee group controls pay and benefit

processes.

**ES** Employee subgroup determines what overtime

rules apply.

**TM** Time management status is either time entry

required or auto pay.

Work Schedule Hours and days of the week the employee is

scheduled.

Fund Default charging fund.

Agy Default charging agency.

**Org** Default charging org.

**Appr Unit** Default charging appropriation unit.

**Actv** Default charging activity.

**RCat** Default charging reporting category.

**Proj/Job** Default charging project/job.

**Func** Default charging function.

| Last changed on: | Last changed by: | Version: 1.0 | Page:  |
|------------------|------------------|--------------|--------|
| 2/14/05          | CThomas          |              | 6 of 6 |